LAKE COUNTY
FLORIDA

REQUEST FOR PROPOSAL (RFP)

COMPLETION OF COMPENSATION STUDY

RFP Number:	16-0204	**Contracting Officer:**	B. Schwartzman
Proposal Due Date:	September 30, 2015	**Pre-Proposal Conference Date:**	Not applicable
Proposal Due Time:	3:00 p.m.	**RFP Issue Date:**	September 9, 2105

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SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:	
Proposal and/or Performance Bond:	Not applicable
Certificate of Competency/License:	Not applicable
Indemnification/Insurance:	See Section 1.8
Pre-Proposal Conference/Walk-Thru:	Not applicable

At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the proposal due date. A separate contractual document will be signed by the County and the awarded firm.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service

☐ Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: _____ **Phone Number:** _____

E-mail Address: _____ **Contact Person:** _____

Section 1.1: Purpose

The Lake County Board of County Commissioners is soliciting competitive sealed proposals to retain a firm to conduct and furnish a comprehensive compensation survey for Lake County government itself, and for select positions at Lake Emergency Medical Services, Inc.. The selected firm shall also make recommendations for improvement and modifications to the current compensation and pay plan. The selected firm shall work with County staff in this comprehensive review.

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the proposal due date.

B. Schwartzman, Procurement Services Manager
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352-343-9839 Fax : 352-343-9473 e-mail: bschwartzman@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 1.3: Method of Award – Considering Qualifications and Pricing

Award will be made to the vendor who submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria, which are listed in order of descending importance:

1. Firm's qualifications, professional experience, expertise, methodology and quality of similar work that has been provided for other public sector clients/customers.
2. Qualifications of proposed personnel.
3. Proposed materials and plans to accomplish task.
4. Proposed costs / fee schedule.
5. Reports from direct and indirect references.
6. Responsiveness and completeness of the written proposal to these instructions with regard to the Scope of Services.
7. Other relevant criteria.

Section 1.4: Pre-Proposal Conference

Not applicable

Section 1.5: Term of Contract - Upon Delivery

This contract shall be effective immediately following the date of execution by the County and remain in effect for the full duration of the performance period specified in the scope of work and any associated warranty or further required effort associated with final acceptance of the work.

Section 1.6: Option to Renew

Not applicable

Section 1.7: Method of Payment - Periodic Invoices For Completed Effort

The vendor(s) may submit invoices to the County user department(s) based on the schedule specified in the scope of work. Payment of all such invoices shall be subject to formal acceptance of the related work by the County. In addition to the general invoice requirements set forth below, the invoices shall reference, as applicable, the corresponding work assignment and related acceptance document that was signed by an authorized representative of the County user department at the time the service and /or work product were delivered and accepted. Submittal of these periodic invoices shall not exceed thirty (30) calendar days from the delivery of the goods or services. Under no circumstances shall the invoices be submitted to the County in advance of the delivery and acceptance of the items.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

Section 1.8: Insurance

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the vendor under the terms and provisions of the contract. The vendor is responsible for timely provision of certificate(s) of insurance to the County at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the vendor is in accordance with the following minimum limits:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	$1,000,000/2,000,000
Products-Completed Operations	$2,000,000
Personal & Adv. Injury	$1,000,000
Fire Damage	$50,000
Medical Expense	$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	$1,000,000

Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured; he or she will not hold the County responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	$1,000,000
Disease-Each Employee	$1,000,000
Disease-Policy Limit	$1,000,000

Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of $1,000,000 and annual aggregate of $2,000,000.

The following additional coverage must be provided if a dollar value is inserted below:

Loss of Use at coverage value: $ _____
Garage Keepers Liability at coverage value: $ _____

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

The certificate(s) of insurance, shall provide for a minimum of thirty (30) days prior written notice to the County of any change, cancellation, or nonrenewal of the provided insurance. It is the vendor's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Vendor to certify compliance, on the certificate of insurance, with all of the above requirements, then the Vendor is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF
FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

Certificates of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

The Vendor shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime vendor evidencing coverage and terms in accordance with the Vendor's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions, or the vendor or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or sub contractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the vendor or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

Section 1.9: Bonds

Not applicable

Section 1.10: Delivery

See scope of work in Section 2 of this Request for Proposal.

Section 1.11: Acceptance of Services

The services rendered as a result of an award from this solicitation shall not be deemed complete, until accepted by the County and shall be in compliance with the terms herein, fully in accord with the specifications and of the highest quality.

In the event that the service does not conform to the specifications, the County reserves the right to terminate the contract and will not be responsible to pay for any such service.

Section 1.12: Warranty

Not applicable

Section 1.13: Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Office of Procurement Services prior to the date and time established within the solicitation. A response will <u>not</u> be considered for award if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/ package to provide confidentiality of the bid or proposal prior to the due date for the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE, (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
32400 COUNTY ROAD 473
LEESBURG, FL 34788

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.14: Completion Requirements for Request For Proposal (RFP) – Professional Services

The original proposal and three (3) complete copies of the proposal submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official proposal due date and time. Any proposal received after this time will not be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. The County emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County's sole discretion, be rejected.

Page Size and Format: Page size shall be 8.5 x 11 inches, not including foldouts. The text size shall be 11 point or larger.

Section 1.14.1: Proposal Submittal

The following items shall be included and submitted with your proposal:

Tab A. RFP Coversheet completed.

Tab B. Statement of Interest – to be submitted on the firm's letterhead and include the following:

1. Concisely state the firm's understanding of the services required by the County. The vendor may include any additional relevant information not requested elsewhere in the RFP under this tab.

2. The signature on the statement shall be that of a person authorized to represent and bind the firm.

Tab C. Proposed Approach and Process

1. Provide a concise description of the approach and process the vendor will employ to successfully complete the work to be performed to include any specific staffing or equipment resources that will be employed by the vendor. Multiple alternate solution proposals may be submitted by the same proposer. For each different proposed solution, include the same degree of detail and description specified for a primary offering.

2. Exceptions – clearly describe any exceptions the vendor may have in regards to any requirements stated in the RFP document or associated addendums.

Tab D. Firm Profile Form (copy attached). Attach proof of license to practice in Florida.

Tab E. Team Composition Form (copy attached). Complete one (1) form for each key person proposed to be assigned to this project. Brief resumes may also be attached in addition to completing the form.

Tab F. Similar Projects Form (copy attached). Reference similar work efforts (at least five (5) verifiable) performed by your firm within the last three (3) years, to other public sector organizations in the State of Florida; County entities preferred. Examples should best illustrate current qualifications relevant to this project. (Make copies of this form as needed.)

Tab G. Pricing/Certifications/Signature Forms. Complete and provide Section 4 of this solicitation with all entries completed.

Tab H. Proof of Insurance. Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

Tab I. Sub-Contractors. Provide a list of any proposed sub-contractors or joint venture arrangements that may be used on the project.

Tab J. Financial Stability. Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal. Provide clear and succinct information that will provide insight to the County about the financial qualifications, fitness and stability of the proposer.

Section 1.15: Key Contractor Personnel

In submitting a proposal, the Proposer is representing that each person listed or referenced in the proposal shall be available to perform the services described for the Lake County Board of County Commissioners, barring illness, accident, or other unforeseeable events of a similar nature in which case the Proposer must be able to promptly provide a qualified replacement. In the event the Proposer wishes to substitute personnel, the Proposer shall propose a person with equal or higher qualifications and each replacement person is subject to prior written County approval. In the event the requested substitute person is not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the contract for cause.

Section 1.16: Public Records/ Copyrights

All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the contractor for or on behalf of the County shall be the property of the County and will be turned over to the County upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the County are public records available for inspection by any person even if the file or paper resides in the contractor's office or facility. The vendor shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of the contract, the contractor shall appoint a records custodian to handle any records request and provide the custodian's name and telephone number(s) to the Contracting Officer.

Any copyright derived from any agreement derived from this solicitation shall belong to the author. The author and the contractor shall expressly assign to the County nonexclusive, royalty free rights to use any and all information provided by the contractor in any deliverable and/or report for the County's use which may include publishing in County documents and distribution as the County deems to be in the County's best interests. If anything included in any deliverable

limits the rights of the County to use the information, the deliverable shall be considered defective and not acceptable and the contractor will not be eligible for any compensation.

Section 1.17: Special Notice to Vendors Regarding Federal and/or State Requirements

Upon award of a contract resulting from this solicitation, the vendor shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

1) All persons employed by the vendor during the term of the contract to perform employment duties within Lake County; and
2) All persons, including subcontractors, assigned by the vendor to perform work pursuant to the contract.

SCOPE OF SERVICES

General

The Lake County Board of County Commissioners is soliciting competitive sealed proposals (offers) to furnish a comprehensive compensation survey for Lake County and for select positions at Lake Emergency Medical Services, Inc., and to make recommendations for improvement and modifications to the current compensation and pay plan. The selected firm shall work with County staff in this comprehensive review.

Scope of Work

Each proposal shall be made on the basis of and shall meet or exceed each of the requirements contained herein.

A. Perform a comprehensive compensation survey, and make recommendations for improvements and modifications to the compensation system including but not limited to the following tasks. The selected firm shall work with the Human Resources Department in this comprehensive review.

1. Conduct a comprehensive salary survey of the appropriate labor markets and agencies within the competitive area of Lake County for development of a competitive salary structure and recommend appropriate pay grades/ pay plan based on the survey results. The survey shall include all classifications for which sufficient and valid external salary data is available.

2. Work with Human Resources to determine the appropriate entities to be considered as the competitive labor market.

3. In conjunction with Human Resources, identify classifications to be surveyed.

4. Make recommendations on overall pay structure including number of pay grades, and appropriate pay range structure (minimum, maximum, percentage between grades, etc.). The recommendations should include appropriate salary ranges and midpoints for each job classification, including recommendations for ranges that lag, match, or lead the relevant labor market.

5. Survey the relevant labor market for merit pay practices being used and recommend pay administration practices to include consideration of merit pay, alternative reward strategies including non-monetary rewards and cost savings/efficiency incentives as may be suitable.

6. Recommend method to ensure that labor market data is current and appropriate for FY 2016-2017.

7. Recommend procedures for initial hire rates to include experience based hiring.

8. Prepare and present survey results and report to County officials at a designated time.

Minimum Qualifications and Experience

Proposing firm and personnel shall have a minimum of five (5) years of direct experience in conducting pay and classifications studies for medium (750+) to large public sector employers, e.g., school boards, counties, clerk of courts.

Special Provisions

All research/study materials produced as a result of this proposal shall become the property of Lake County at the conclusion of this study.

The County Manager, County Attorney, Human Resources Director and the Human Resources Manager shall have access to all employee related study documents upon request.

Time Frame for Completion and Related Progress Payments

The project effort shall be completed in its entirety within a ninety (90) calendar day period commencing with issuance of notice-to-proceed or purchase order. Progress payments will be considered as follows:

- 25% of total lump sum fee upon completion of task A.3 above
- 25% of total lump sum fee upon completion of task A.5 above
- Remaining balance of total lump sum fee upon completion and acceptance of the entirety of the project effort

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to whom award has been made.

County: Shall refer to Lake County, Florida.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words "shall", "must", or "will" indicate an essential requirement or condition which may not be waived.

3.2 INSTRUCTIONS TO PROPOSERS

A. Proposer Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.)
6. Americans with Disabilities Act (A.D.A.)
7. Conflict of Interest
8. Debarment Disclosure Affidavit.
9. Nondiscrimination
10. Family Leave
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal due date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester's name, address, and telephone number. The Procurement Services office may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

D. Contents of Solicitation and Proposers' Responsibilities

The proposer shall become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should <u>not</u> discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Proposals

1. Changes to Proposal- Prior to the scheduled due date, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm's letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.

2. Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal due date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative. The letter must be on company letterhead and signed by an authorized agent of the proposer.

G. Conflicts within the Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal due date.

H. Prompt Payment Terms

It is the policy of the County that payment for all purchases by County agencies shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The proposer may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during proposal evaluation.

3.3 PREPARATION OF PROPOSALS

A. The Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in rejection of the proposal

B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.

C. An authorized agent of the proposers firm must sign the proposal. **<u>FAILURE TO SIGN THE PROPOSAL MAY</u>**

BE CAUSE TO REJECT THE PROPOSAL.

D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".

E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.

F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award

3.4 COLLUSION

Where two (2) or more related parties, as defined herein, each submit a proposal for the same contract, such proposals shall be presumed to be collusive. Related parties shall mean proposer or the principals thereof which have a direct or indirect ownership interest in another proposer for the same contract or in which a parent company or the principals thereof of one proposer have a direct or indirect ownership interest in another proposer for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a proposal for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Proposals found to be collusive shall be rejected. Proposers which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred. Any contract resulting from collusive bidding may be terminated for default.

3.5 PROHIBITION AGAINST CONTINGENT FEES

The vendor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the vendor to solicit or secure the contract and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the vendor, any consideration contingent upon or resulting from the award or making of the contract.

3.6 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the County Attorney prior to submittal of a response to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3. 7 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract.

3.8 COUNTY IS TAX-EXEMPT

When purchasing on a direct basis, the County is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. The County will provide an exemption certificate upon request by the seller for such purchases. Except for item(s) specifically identified by the vendor and accepted by the County for direct County purchase under the Sales Tax Recovery Program, Contractors doing business with the County are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any contractor be authorized to use any of the County's Tax Exemptions in securing such materials.

3.9 PROPRIETARY/CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of a proposal will be available for public inspection in compliance with Chapter 119 of the Florida Statutes (the "Public Record Act"). The proposer should not submit any information in response to this RFP which the proposer considers proprietary or confidential. The submission of any information to the County in connection with this solicitation shall be deemed conclusively to be a waiver from release of the submitted information unless such information is exempt or confidential under the Public Records Act.

3.10 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any solicitation when doing so reflects the best interest of the County.

3.11 AWARD

A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.

B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.

C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.

D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.

E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.

F. Any tie situations will be resolved in consonance with current written procedure in that regard.

G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.

H. A vendor wishing to protest any award decision resulting from this solicitation shall do so as set forth in the County's Purchasing Procedure Manual.

3.12 GENERAL CONTRACT CONDITIONS

The contract shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. The contract may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto. The failure of any party hereto at any time to enforce any of the provisions of the contract will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of the contract. Any dispute arising during the course of contract performance that is not readily rectified by coordination between the vendor and the County user department shall be referred to Procurement Services office for resolution.

3.13 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

3.14 CONTRACT EXTENSION

The County has the unilateral option to extend a contract for up to ninety (90) calendar days beyond the current contract period. In such event, the County will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the County and the vendor(s). Exercise of the above options requires the prior approval of the Procurement Services Manager.

3.15 WARRANTY

All warranties express and implied, shall be made available to the

County for goods and services covered by this solicitation. All goods furnished shall be fully guaranteed by the vendor against factory defects and workmanship. At no expense to the County, the vendor shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period. The special conditions of the solicitation may supersede the manufacturer's standard warranty.

3.16 ESTIMATED QUANTITIES

Estimated quantities or dollars are for vendor's guidance only. No guarantee is expressed or implied as to quantities or dollar value that will be used during the contract period. The County is not obligated to place any order for a given amount subsequent to the award of this solicitation. The County may use estimated quantities in the award evaluation process. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other entities that may utilize this contract. In no event shall the County be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

3.17 NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement that will satisfy its needs as described within this solicitation. However, the County reserves the right to perform, or cause to be performed, all or any of the work and services herein described in the manner deemed to represent its best interests. In no case will the County be liable for billings in excess of the quantity of goods or services actually provided under this contract.

3.18 CONTINUATION OF WORK

Any work that commences prior to, and will extend, beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the vendor, continue until completion without change to the then current prices, terms and conditions.

3.19 LAWS, RULES, REGULATIONS AND LICENSES

The vendor shall comply with all federal, state, and local laws and regulations applicable to provision of the goods and/or services specified in this solicitation. During the term of the contract the vendor assures that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the vendor does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against the end/or employees or applicants for employment. The vendor understands that any contract is conditioned upon the veracity of this statement.

3.20 SUBCONTRACTING

Unless otherwise stipulated herein, the vendor shall not subcontract any portion of the work without the prior written consent of the County. Subcontracting without the prior consent of the County may result in termination of the contract for default.

3.21 ASSIGNMENT

The vendor shall not assign or transfer any contract resulting from this solicitation, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County. This provision specifically includes any acquisition or hostile takeover of the awarded vendor. Failure to comply in this regards may result in termination of the contract for default.

3.22 RESPONSIBILITY AS EMPLOYER

The employee(s) of the vendor shall be considered at all times its employee(s), and not an employee(s) or agent(s) of the County, The contractor shall provide employee(s) capable of performing the work as required. The County may require the contractor to remove any employee it deems unacceptable. All employees of the contractor may be required to wear appropriate identification.

3.23 INDEMNIFICATION

To the extent permitted by law, the vendor shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the vendor or its employees, agents, servants, partners, principals or subcontractors. The vendor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

3.24 MODIFICATION OF CONTRACT

Any contract resulting from this solicitation may be modified by mutual consent of duly authorized parties, in writing through the issuance of a modification to the contract and/or purchase order as appropriate. This presumes the modification itself is in compliance with all applicable County procedures.

3.25 TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract upon thirty (30) days written notice. Upon receipt of such notice, the vendor shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the vendor prior to notice of termination. The County shall be the sole judge of "reasonable costs."

3.26 TERMINATION DUE TO UNAVAILABILITY OF CONTINUING FUNDING

When funds are not appropriated or otherwise made available to support continuation of performance in a current or subsequent fiscal year, the contract shall be cancelled and the vendor shall be reimbursed for the reasonable value of any non-recurring costs incurred amortized in the price of the supplies or services/tasks delivered under the contract.

3.27 TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or affect other appropriate remedy in the event the vendor fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the vendor in accordance with the County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the vendor.

3.28 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations through fraud, misrepresentation or other material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity with such vendor held responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

3.29 RIGHT TO AUDIT

The County reserves the right to require the vendor to submit to an audit by any auditor of the County's choosing. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for a minimum of three (3) years, or as required by Florida law, whichever is longer, following expiration of the Agreement. The vendor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards. Additionally, CONTRACTOR agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract

billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY's audit shall be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONTRACTOR's invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY's audit findings to the CONTRACTOR.

3.30 PUBLIC RECORDS/ COPYRIGHTS

Pursuant to Section 119.0701, Florida Statutes, the awarded contractor shall comply with the Florida Public Records' laws, and shall: 1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services identified herein. 2. Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided for by law. 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to comply with this section shall be deemed a breach of the contact and enforceable as set forth in Section 119.0701, Florida Statutes.

Any copyright derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY's use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY's best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

3.31 GOVERNING LAWS

The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

3.32 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a bid in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/ application may be required prior to award of a contract. Any partnership submitting a bid in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (http://www.dos.state.fl.us).

3.33 PRIME CONTRACTOR

The vendor awarded the contract shall act as the prime contractor and shall assume full responsibility for the successful performance under the contract. The vendor shall be considered the sole point of contact with regard to meeting all requirements of the contract. All subcontractors will be subject to advance review by the County in regards to competency and security concerns. After the award of the contract no change in subcontractors will be made without the consent of the County. The vendor shall be responsible for all insurance, permits, licenses, and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the County may require the contractor to provide any insurance certificates required by the work to be performed.

3.34 FORCE MAJEURE

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with revisions to Government law or regulation, acts of nature, acts or omissions of the other party, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause may be cause for appropriate extension of the performance period.

3.35 NO CLAIM FOR DAMAGES

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County because of any delays. No interruption, interference, inefficiency, suspension, or delay in the commencement or progress of the Work shall relieve the vendor of duty to perform, or give rise to any right to damages or additional compensation from the County. The vendor's sole remedy shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the vendor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County.

3.36 TRUTH IN NEGOTIATION CERTIFICATE

For each contract that exceeds One Hundred Ninety Five Thousand dollars ($195,000.00), any organization awarded a contract must execute a truth-in-negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any contract requiring this certificate shall contain a provision that the original contract price and any additions shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

3.37 GRANT FUNDING

In the event any part of the contract is to be funded by federal, state, or other local agency monies, the vendor hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. Vendors are advised that payments under the contract may be withheld pending completion and submission of all required forms and documents required of the vendor pursuant to the grant funding requirements. .

RFP TITLE: Compensation Study

NOTES:

- When purchasing on a direct basis, Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for such purchases. **However, the vendor will be responsible for payment of taxes on all materials purchased by the vendor for incorporation into the project (see provision 3.8 for further detail).**
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being "estimated" quantities, vendors are advised to review the "Estimated Quantities" clause contained in Section 3 of this solicitation.
- Any bid containing a modifying or "escalator" clause not specifically allowed for under the solicitation will not be considered.
- Unit prices shall govern for all services priced on that basis as requested under this solicitation.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at http://www.lakecountyfl.gov and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:
The bidder must list below the dates of issue for each addendum received in connection with this RFP: Addendum #1, Dated: _____ Addendum #2, Dated: _____ Addendum #3, Dated: _____ Addendum #4, Dated: _____
Part II:
☐ No Addendum was received in connection with this RFP.

PRICING SECTION

Line Item 1: Completion of the work on a lump sum fee basis as follows:

Blended Hourly Rate for Professional Services: $ _____ hour

Vendor is to insert the quantity of hours required to perform the work: _____ hours

Lump sum price for completing the work (hourly rate x hours): $ _____

Pricing Notes: The "blended hourly rate" for professional services shall be a single hourly rate encompassing all personnel classifications that may be required for completion of any given task under the resulting contract. This blended hourly rate shall be a fully loaded rate to include, but not be limited to, all salary, benefits, overhead, profit, and local travel costs (defined as travel within Lake County and within a seventy five (75) mile radius of Tavares, Florida). This rate is to be used for calculation of the lump sum fee as shown above, and for any additional effort directed by the County. Vendors are advised that the entry quantity for hours to complete the effort will be considered during evaluation of proposals.

Vendor's proposed completion period: _____ calendar days (not-to-exceed 90 calendar days)
(County will assume a 90 calendar day completion period if no entry is made above)

Other Items for Completion by Vendor:

By Signing This Proposal the Proposer Attests and Certifies That:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any related contract(s).

Purchasing Agreements with Other Government Agencies
This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☐ Yes ☐ No (Check one)

Certification Regarding Felony Conviction
Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☐ No (Check one)

Certification Regarding Acceptance of County Electronic Payable Process
Vendor will accept payment through the County's VISA- based electronic payment system: ☐ Yes ☐ No

Reciprocal Vendor Preference:
Vendors are advised the County has established, under Lake County Code, Chapter 2, Article VII, Sections 2-221 and 2-222; a process under which a local vendor preference program applied by another county may be applied in a reciprocal manner within Lake County. The following information is needed to support application of the Code:
1. Primary business location of the responding vendor (city/state): _____

2. Does the responding vendor maintain a significant physical location in Lake County at which employees are located and business is regularly transacted: ☐ Yes ☐ No If "yes" is checked, provide supporting detail:

_____

_____

Conflict of Interest Disclosure Certification
Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.
Exceptions: _____

DUNS Number (Insert if this action involves a federal funded project): _____

General Vendor Information and Proposal Signature:

Firm Name: _____
Street Address: _____
Mailing Address (if different): _____
Telephone No.: _____ Fax No.: _____ E-mail: _____
FEIN No. _____ - _____ Prompt Payment Terms: _____ % _____ days, net _____
Signature: _____ Date: _____
Print Name: _____ Title: _____

Award of Contract by the County: (Official Use Only)

By signature below, the County confirms award to the above-identified vendor under the above identified solicitation. A separate purchase order will be generated by the County to support the contract.

Vendor awarded as:

☐ Sole vendor ☐ Pre-qualified pool vendor based on price
☐ Pre-qualified pool vendor (spot bid) ☐ Primary vendor for items: _____
☐ Secondary vendor for items: _____ ☐ Other status: _____
Signature of authorized County official: _____ Date: _____
Printed name: _____ Title: _____

THE FOLLOWING DOCUMENTS ARE ATTACHED

Attachment 1: Firm Profile Form
Attachment 2: Team Composition Form
Attachment 3: Similar Projects/Reference Form
Attachment 4: Current Pay and Classification Plan

ATTACHMENT 1: FIRM PROFILE FORM

1. Firm (or joint venture) Name & Address:	1e. Licensed to do business in the State of Florida? _____ Yes _____ No
	1f. Name, Title & Telephone Number of Principal to Contact
1a. FEIN # _____	1g. Address of office to perform work, if different from Item 1.
1b. Year Firm was established _____ 1c. Are you a "Not for Profit" 501(c)(3) organization? Yes _____ No _____ If you answered yes, please provide proof. 1d. Firm is a Certified Minority Business Enterprise Yes _____ No _____	
2. Please list number of people by discipline that your firm/joint venture will commit to the County's project.	
3. If submittal is by joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: 3a. Has this joint venture previously worked together? Yes _____ No _____	

ATTACHMENT 2: TEAM COMPOSITION

Brief resumes of prime consultant(s) and other key persons who shall be assigned to the project. Utilize one sheet per person. (Brief resumes and additional information may be attached.)

Name: Title:
Project assignment:
Name of firm with which associated:
Years of experience: With this firm _____ With other firms _____
Education: Certifications/Degree(s)/year/school/specialization:
Other experience and qualifications relevant to the proposed project:

ATTACHMENT 3: SIMILAR PROJECTS FORM

Work by firm or individual which best illustrates current qualifications relevant to the County's project that has been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

Project Name, Entity Name, Address & Location Project Manager (from your firm):	Contact Person: Title: Telephone Number:
Completion Date (Actual or Estimated) _____ Estimated Project Cost: $_____ Work for which you firm was/is responsible: $_____	
Scope of Entire Project: List the tasks accomplished (Attach samples of deliverables, outlines or descriptions of items).	
Firm's personnel (name/project assignment) that worked on the stated project that shall be assigned to the County's project.	

Attachment 4:

Current Pay and Classification Plan

Lake County Board of County Commissioners
Pay and Classification Plan
Effective October 1, 2014

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
10N			**$17,076.80** **$8.21**	**$28,142.40** **$13.53**
	L002	LABORER		
	L026	LIBRARY PAGE		
	S004	SECURITY GUARD		
	W004	WELCOME CENTER WORKER		
11N			**$18,574.40** **$8.93**	**$30,576.00** **$14.70**
	F047	FAIRGROUNDS WORKER		
12N			**$20,196.80** **$9.71**	**$33,259.20** **$15.99**
	D002	DELIVERY SERVICE DRIVER/OPERAT		
	L037	LIBRARY ASSISTANT I		
	O007	OFFICE ASSOCIATE I		
	P078	PROBATION ASSOCIATE I		
	M017	ROADS MAINTENANCE OPERATOR		
	S021	SIGN ASSISTANT		
	T029	TOURISM SUPPORT ASSISTANT		
13N			**$21,944.00** **$10.55**	**$36,171.20** **$17.39**
	E021	EQUIPMENT OPERATOR I		
	L004	LANDFILL ATTENDANT		
	S093	MAINTENANCE WORKER II		
	O006	OFFICE ASSOCIATE II		
	P065	PARK ATTENDANT		
	P071	PARTS & SUPPLY TECHNICIAN		
	P077	PROBATION ASSOCIATE II		
	R035	RECORDS MANAGEMENT TECH		
	S026	SPRAY TRUCK OPERATOR		
14N			**$23,878.40** **$11.48**	**$39,332.80** **$18.91**
	E022	EQUIPMENT OPERATOR II		
	L030	LIBRARY TECHNICIAN		
	M035	MOBILE IRRIGATION TECHNICIAN		
	S094	SCALES ATTENDANT I		
	S099	SIGN & STRIPING TECHNCIAN I		
	S070	SURVEY TECHNICIAN II		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
15N			**$25,958.40** **$12.48**	**$42,785.60** **$20.57**
	A021	ACCOUNTING TECHNICIAN		
	C079	CONTRACTS TECHNICIAN		
	D028	DATA ENTRY OPERATOR		
	E023	EQUIPMENT OPERATOR III		
	H014	HAZARDOUS WASTE TECHNICIAN		
	L039	LIBRARY ASSISTANT II		
	M030	MAINTENANCE TECHNICIAN I		
	M033	MECHANIC I		
	M016	MOSQUITO CONTROL INSPECTOR		
	O005	OFFICE ASSOCIATE III		
	P055	PERMITTING TECHNICIAN I		
	M032	RIGHT OF WAY & MAP SVCS TECH		
	S105	SCALES ATTENDANT II		
	S098	SIGN & STRIPING TECHNICIAN II		
	S015	SIGN FABRICATOR		
16N			**$28,225.60** **$13.57**	**$46,529.60** **$22.37**
	A057	A/V AND ASSET TECHNICIAN		
	A042	ASSOCIATE PLANNER TRAINEE		
	B022	BIOLOGICAL ASSOCIATE		
	E060	ENVIRONMENTAL WASTE TECHNICIAN		
	E038	FIELD INSPECTOR		
	H021	HUMAN RESOURCES TECHNICIAN		
	L038	LABORATORY ASSOCIATE		
	S095	MAINTENANCE TECHNICIAN II		
	M013	MECHANIC/WELDER/FABRICATOR		
	O004	OFFICE ASSOCIATE IV		
	P046	PARK RANGER		
	R027	RIGHT-OF-WAY GIS ASSOCIATE		
	T020	TEEN COURT COUNSELOR		
17N			**$30,700.80** **$14.76**	**$50,585.60** **$24.32**
	A028	ASSOCIATE PLANS EXAMINER		
	C014	CODE ENFORCEMENT OFFICER		
	T015	DATA TECHNICIAN		
	D032	DOCUMENT SERVICES ASSOCIATE		
	F052	FINANCIAL ASSOCIATE		
	O012	OFFICE ASSOCIATE V		
	L036	PERMITTING TECHNICIAN II		
	P062	PUBLIC HEARING ASSOCIATE		
	R033	RISK & BENEFITS REPRESENTATIVE		
	T022	TOURISM PROGRAM SUPERVISOR		
	C057	TRADES CREW LEADER		
	T009	TRAFFIC SIGNAL TECHNICIAN		
	T025	TRANSPORTATION REPRESENTATIVE		
18E			**$33,384.00** **$16.05**	**$55,036.80** **$26.46**
	E031	EXTENSION AGENT I		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
18N			**$33,384.00** **$16.05**	**$55,036.80** **$26.46**
	A015	ASSISTANT AREA MAINTENANCE SUP		
	A019	ASSISTANT VETERANS SERVICE OFF		
	A001	ASSOCIATE PLANNER		
	B023	BUILDING AUTOMATION TECHNICIAN		
	C076	CODE ENFORCEMENT SUPERVISOR		
	E053	COMMISSIONERS AIDE		
	C075	COMMUNICATIONS ASSOCIATE		
	M036	COMPLIANCE & MONITORING ASSOC		
	C071	CONSTRUCTION INSPECTOR I		
	E068	EMERGENCY MANAGEMENT ASSOCIATE		
	E052	ENERGY MAINTENANCE TECHNICIAN		
	H015	HLC GARDENS LANDSCAPE TECH		
	H017	HZD WASTE & ECYCL ASST SUPV		
	I011	IT INFRASTRUCTURE TECHNICIAN		
	C078	MECHANIC II		
	P014	PROBATION OFFICER		
	P067	PROGRAM ASSOCIATE		
	R007	RIGHT-OF-WAY AGENT I		
	S109	STORMWATER INSPECTOR I		
	S028	STORMWATER TECHNICIAN		
	S031	SURVEY PARTY CHIEF (NON-REGIS)		
19E			**$36,337.60** **$17.47**	**$59,883.20** **$28.79**
	C068	CONTRACTING OFFICER I		
	E032	EXTENSION AGENT II		
	L021	LIBRARIAN I		
19N			**$36,337.60** **$17.47**	**$59,883.20** **$28.79**
	A055	ASSESSMENT SPECIALIST		
	T005	ASST TRAFFIC OPERATIONS SUPERV		
	C006	CHIEF MAINTENANCE SUPERVISOR		
	C039	COMMUNITY DEVELOPMENT SPECIALI		
	D031	DISASTER ASSISTANCE SPECIALIST		
	F051	FIXED ASSETS/SURPLUS SPECIALIS		
	M034	MOBILE IRRIGATION SPECIALIST		
	P043	OFFICE MANAGER		
	T023	TEEN COURT SPECIALIST		
	T011	TELECOMMUNICATIONS SERVICE SPE		
20E			**$39,499.20** **$18.99**	**$65,083.20** **$31.29**
	A061	AQUATIC SUPERVISOR		
	A012	AREA MAINTENANCE SUPERVISOR		
	A059	AUTOMATED SYSTEMS SPECIALIST I		
	B024	BRANCH SUPERVISOR		
	C070	CHILDRN & ELDER SVC SPECIALIST		
	E074	ENTOMOLOGIST SUPERVISOR		
	E051	EXECUTIVE OFFICE MANAGER		
	H020	HUMAN RESOURCES SPECIALIST		
	L009	LIBRARIAN II		
	P070	PROBATION SUPERVISOR		
	P074	PROGRAM SPECIALIST		
	S092	PROGRAM SUPERVISOR		
	R032	RISK AND BENEFITS SPECIALIST		
	S100	SPECIAL PROJECTS SUPERVISOR		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
20N			**$39,499.20** **$18.99**	**$65,083.20** **$31.29**
	C053	ASSESSMENT & CUST SVC SUPER		
	C077	CONSTRUCTION INSPECTOR II		
	C082	CONSTRUCTION PROGRAM SPECIALST		
	E014	ENERGY MANAGEMENT SUPERVISOR		
	E016	ENVIRONMENTAL SPECIALIST		
	F050	FACILITIES CONTRACT SPECIALIST		
	F005	FIRE INSPECTOR		
	G003	GIS ANALYST		
	H016	HZRD WASTE & E-CYCLING SUPV		
	L040	LANDFILL SUPERVISOR		
	L017	LICENSING INVESTIGATOR		
	N002	NETWORK TECHNICIAN		
	P008	PARALEGAL		
	P009	PLANNER		
	P079	PLANS EXAMINER		
	R023	RADIO SERVICES TECHNICIAN		
	R020	RIGHT-OF-WAY AGENT II		
	R026	ROW GIS ANALYST		
	S066	SENIOR BUILDING INSPECTOR		
	S008	SENIOR CAD TECHNICIAN		
	S083	SENIOR LABORATORY ANALYST		
	S090	STORMWATER INSPECTOR II		
	T030	TRAILS RECREATION SPECIALIST		
21E			**$42,931.20** **$20.64**	**$70,782.40** **$34.03**
	A048	ASSISTANT PUBLIC DEFENDER		
	A060	AUTOMATED SYS SPECIALIST II		
	B021	BUILDING SUPERVISOR		
	C074	COMM HEALTH WORKER SPECIALIST		
	E067	EXPO CTR/FAIRGROUNDS PROG MGR		
	E035	EXTENSION AGENT III		
	F040	FINANCIAL ANALYST		
	P073	PROGRAM ANALYST		
	S062	SENIOR BUDGET ANALYST		
	S084	SENIOR CONTRACTING OFFICER		
	S002	SENIOR PLANNER		
	T003	TRAFFIC OPERATIONS SUPERVISOR		
	T028	TRIAL COURT LAW CLERK		
	V004	VETERANS SERVICES OFFICER		
21N			**$42,931.20** **$20.64**	**$70,782.40** **$34.03**
	C088	CHIEF FIRE INSP/PLANS EXAMINER		
	C003	CHIEF INSPECTOR		
	G007	GRAPHIC ARTIST I		
	L031	LEAD NETWORK TECHNICIAN		
	S064	SENIOR GIS ANALYST		
	P069	SENIOR PLANS EXAMINER		
	T031	TECHNOLOGIES SYSTEM ANALYST		
	U001	USER SUPPORT ANALYST		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
22E			**$46,696.00** **$22.45**	**$76,960.00** **$37.00**
	E062	ECONOMIC DEV & TOURISM COORD		
	F004	FINANCIAL COORDINATOR		
	F017	FIRE MARSHAL/FIRE CAPTAIN		
	F048	FLEET MANAGEMENT SUPERVISOR		
	G011	GIS PROJECT COORDINATOR		
	L022	LABORATORY SUPERVISOR		
	L028	LAN/WAN SPECIALIST		
	M027	MPO PROJECT MANAGER		
	O014	OPERATIONS COMPLIANCE COORD		
	P026	PROPERTY MANAGER/LEGAL OFF MGR		
	R021	RADIO SYSTEMS COORDINATOR		
	R017	REGIONAL BRANCH MANAGER		
	S111	SPORTS DEV & TOURISM COORD		
	S050	SYSTEMS DATABASE COORDINATOR		
	T018	TRANSPOR CONCURRENCY & GIS MGR		
22N			**$46,696.00** **$22.45**	**$76,960.00** **$37.00**
	C051	CHIEF PLANS EXAMINER		
	F023	FIRE CAPTAIN		
	G010	GRAPHIC ARTIST II		
	R034	RECREATION COORDINATOR		
	R024	ROADWAY DESIGNER II		
	T026	TELECOMMUNICATIONS SYS ADMIN		
	W010	WEB DESIGNER (FRONT END DEV)		
23E			**$50,793.60** **$24.42**	**$83,699.20** **$40.24**
	C058	CHIEF PLANNER		
	C069	CONSTRUCTION INSPECTION SUPV		
	D001	DATABASE AND APP COORDINATOR		
	D035	DATABASE/ADMIN PROGRAM COORD		
	F042	FIXED ROUTE COORDINATOR		
	N001	NETWORK ADMINISTRATOR		
	P057	PARKS & TRAILS PROGRAM MANAGER		
	P032	PUBLIC INFORMATION OFFICER		
	S085	SENIOR FINANCIAL COORDINATOR		
	T024	TELECOMMUNICATIONS DIV MGR		
23N			**$50,793.60** **$24.42**	**$83,699.20** **$40.24**
	E006	ENGINEER II		
23S			**$50,814.40** **$17.45**	**$83,720.00** **$28.75**
	D006	BATTALION FIRE CHIEF		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
24E			**$55,244.80** **$26.56**	**$91,041.60** **$43.77**
	B018	BUDGET MANAGER		
	P064	CHIEF PROBATION OFFICER		
	C028	COUNTY EXTENSION SERVICE DIREC		
	E073	ECONOMIC DEV & TOURISM MANAGER		
	E007	ENGINEER III		
	F044	FACILITIES MAINTENANCE MANAGER		
	G004	GIS ADMINISTRATOR		
	C073	HEALTH & HUMAN SVCS DIV MGR		
	H019	HUMAN RESOURCES MANAGER		
	I001	INTERNET APPLICATIONS DEVELOPE		
	M029	MOSQUITO & AQUATIC PLNT PR MGR		
	P076	PROCUREMENT MANAGER		
	R029	RIGHT OF WAY SUPERVISOR		
	R031	RISK AND BENEFITS MANAGER		
	R012	ROADS SUPERINTENDENT		
	S110	SOFTWARE DEVELOPER		
	S088	SOLID WASTE SUPERINTENDENT		
	S108	STORMWATER PROJECT MANAGER		
	S107	SUPPORT SERVICES MANAGER		
	S096	SURVEY SUPERVISOR		
25E			**$60,091.20** **$28.89**	**$99,028.80** **$47.61**
	A043	ARCHITECT IV		
	D034	CODE ENFORCEMENT DIVISION MGR		
	C081	COMMUNICATIONS DIRECTOR		
	E044	ENGINEER IV		
	F049	FLEET MANAGEMENT DIVISION MGR		
	C072	HOUSING SERVICES DIVISION MGR		
	I009	INFO SYSTEMS DIVISION MANAGER		
	P059	PLANNING DIVISION MANAGER		
	S103	PRGRMNG & APPL SUPPORT DIV MGR		
	P061	PROFESSIONAL STANDARDS COORD		
	P056	PUBLIC TRANSPORTATION DIV MGR		
	S038	SYSTEMS ADMINISTRATOR		
26E			**$65,312.00** **$31.40**	**$107,660.80** **$51.76**
	A002	ASSISTANT COUNTY ATTORNEY III		
	A031	ASSISTANT FIRE CHIEF		
	B025	BUILDING SERVICES DIV MGR		
	C089	COMMUNITY LIAISON MANAGER		
	E075	ECONOMIC GRTH BUS RELATIOS MGR		
	E070	EMERGENCY MANAGEMENT DIV MGR		
	P054	PARKS & TRAILS DIVISION MANGR		
	P066	PUB SAFTY COM TCH DIV MGR/E911		
27E			**$71,052.80** **$34.16**	**$117,083.20** **$56.29**
	E072	ENVIRONMENTAL SVCS DIV MANAGER		
	L034	LIBRARY SERVICES DIVISION MGR		
	R028	ROAD OPS DIVISION MANAGER		
	S101	SOLID WASTE DIVISION MANAGER		
28E			**$77,251.20** **$37.14**	**$127,358.40** **$61.23**
	C087	COMMUNITY SAFETY & COMPLIANCE		
	C012	COMMUNITY SERVICES DIRECTOR		
	E069	COUNTY ENGINEER		
	B012	FISCAL & ADMIN SERVICES DIRECT		
	H018	HUMAN RESOURCES DIRECTOR		
	I005	INFORMATION TECHNOLOGY DIRECTO		

Grade/ FLSA Status	Job Code/Title		Minimum	Maximum
29E			**$84,032.00** **$40.40**	**$138,465.60** **$66.57**
	D016	DEPUTY COUNTY ATTORNEY		
	E076	ECONOMIC GROWTH DIRECTOR		
	F055	FACILITIES &FLEET MGT DIRECTOR		
	P052	PUBLIC RESOURCES DIRECTOR		
	D033	PUBLIC SAFETY DIR/FIRE CHIEF		
	P005	PUBLIC WORKS DIRECTOR		
30E			**$89,564.80** **$43.06**	**$147,617.60** **$70.97**
	D009	DEPUTY COUNTY MANAGER		